STATE OF GEORGIA

Application for
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

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1. Application Date	INSTRUCTIONS: *See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.*	FOR RECORDS MANAGEMENT DIVISION USE		
October 29, 1974		Date Received	Application No.	Date Completed
2. Agency Application No.		NOV 15 1974	74-387	NOV 21 1974
151				

3. AGENCY, Division, Subdivision & Administering Office Address	4. Person to Contact
Georgia Department of Agriculture Fuel and Measures Division 19 Hunter Street, S. W. Atlanta, Georgia 30334	Olin Mullinax BUR

5. Working Title	6. Tel. No.
Director	656-3605

7. ACTION REQUESTED   TO AMEND DISPOSITION STANDARD 466, Dated 12/28/72

☐ ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE.

☐ DISPOSE OF PRESENT ACCUMULATION; NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest Dates of Series	9. Exact Series Title
1970 to Date	TOBACCO WAREHOUSE SCALES INSPECTION REPORT FILES

10. What is the function of the office in which this record series is created?

The Fuel and Measures Division is responsible for supervising and regulating the Fuel Industry in Georgia, and for assuring that weighing and measuring devices are accurate. The Division administers and supervises two inspection units; one for assuring that fuels meet certain specifications and the other assuring that anything subject to being weighed and/or measured is checked accurately.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).

Documents relating to Testing Tobacco Warehouse Scales for Weight Tolerance.

Included are: Test Weights Report (no number)
                Record of Tobacco Inspections

Files are arranged alphabetically by counties, thereunder by Tobacco Warehouse.

ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records		No. of Drawers	Cu. Ft. of Records
Letter-size File Drawers	1	1.5	ANNUAL RATE OF ACCUMULATION	1/8	
Legal-size File Drawers			Floor Space Occupied (Square Feet)	In Office(s)	In Storage Area(s)

				This Year's	Last Year's	Preceding Year's	All Prior Years'
			AVERAGE DAILY REFERENCES	1			

ANGE 2

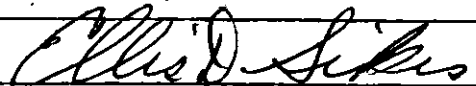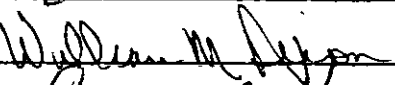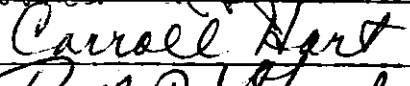| QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain	YES	NO
13. Is this the Record Copy of the series?	[x]	[ ]
14. Is there a duplication of this series in another office or agency?	[ ]	[x]
15. Is the information contained in this series ever summarized or published? Attach copy of summary or publication.	[ ]	[x]
16. Does the series contain classified information requiring security handling?	[ ]	[x]
17. Does the series initiate, amend or terminate agency policies and procedures?	[ ]	[x]
18. Could the function be performed if the files were lost or destroyed?	[x]	[ ]
19. Is the series (or major portion of it) regularly microfilmed? If yes, why?	[ ]	[x]
20. Does the record series provide data as input to an EDP file?	[ ]	[x]
21. Does the record series contain documentation produced as EDP printout?	[ ]	[x]
22. Has the Federal Government issued instructions governing the retention/disposition of these files?	[ ]	[x]
23. Will there be a need for these records 10, 15 years from now? If yes, what?	[ ]	[x]

24. REQUIREMENTS. The following requires the files to be kept____1____years:

a.[ ]STATE   b.[ ]STATUTE OF   c.[ ]AUDIT   d.[ ]FEDERAL   e.[x]ADMINISTRATIVE   f.[ ]HISTORICAL
   LAW   LIMITATION   PERIOD   LAW   DECISION   VALUE
        (Cite Law, Statute, or other reason for the retention requirement)

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each -[x]CALENDAR YEAR -[]FISCAL YEAR -[]OTHER_____ ,then:

[x] Hold in the current files area_____month(s)/__1__year(s):
[ ] Transfer to [ ] State Records Center [ ] Local Holding Area; hold_____year(s):
[x] Destroy.
[ ] Transfer to State Archives for permanent retention.
[ ] Destroy immediately after cut-off.
[ ] Other: (Specify)

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature)	Date 11/4/74	OTHER REQUIRED SIGNATURES	DATE
26. Recommendations in paragraph 25 are:	Agency Head/Designee [X] Approved [ ] Disapproved	Ellis D. Sikes	11/4/7
STATE RECORDS COMMITTEE	State Auditor/Designee [ ] Approved [ ] Disapproved	William M. Nixon	11-21-74
	Secretary of State/Designee [x] Approved [ ] Disapproved	Carroll Hart	11-18-74
	Attorney General/Designee [x] Approved [ ] Disapproved		11-21-74